

CONVENTION CHECK LIST

General Information:

Organization: _____

Convention dates: _____ to _____

Convention city: _____

Convention site: _____

Registration:

☐ Registered ☐ Registration paid

☐ Spouse registered for special programs

Hotel:

My hotel: _____

☐ Registered ☐ Registration confirmation received

Arrive: _____
(date & time)

Depart: _____
(date & time)

Accommodations requested: _____ Rate: _____

Travel Plans:

☐ Airline reservations made*

Airline: **UNITED** _____

Schedule:*

Flt. No.	Depart City	Time	Arrive City	Time	Special meals requested*

☐ Tickets picked up (or delivered)*

☐ Rental car reserved* Company: _____

Post-Convention Travel Plans*

*For any of these services, call toll-free:

800-323-0639

(In Illinois call 312-569-3375)

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